

Chapter 13 - Quick Reference

Juvenile Quick Reference Guide

The Juvenile quick reference guide will give information about the following screens:

~Case Screen~

This screen is used to record information about the juvenile.

~Petition Screen~

This screen is used to record information about the petition and charges.

~Party Screen~

This screen is used to record information about the parties associated with the case.

~Event Screen~

This screen is used to record information about the activities which occur in connection with this case.

~Traffic Screen~

This screen is used for traffic cases.

~Summary Screen~

This screen summarizes the case screen and events for the case.

~Document Screen~

This screen is used to access orders that have been created for this case.

~Intake Screen~

This screen is used to enter intake cases.

Juvenile Transaction Request Screen

The transaction request screen is the main menu for the JIS juvenile court system. It allows you to access the screens you will use to enter data or inquire on data already in the system.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Juvenile Transactions	Receivable Transactions	Vendor Transactions
CSE - Case	ARM - Master Inquire	APD - Other Vendor Maint.
PET - Petition	ARU - Master Maintenance	APA - Attny Vendor Maint.
PTY - Party	CHK - Master Payment Inq	APF - Facil Vendor Maint.
EVT - Event	LUP - Receipt Inquiry/Void	APV - Voucher Processing
IDX - Index	ARP - Receive Payments	API - Voucher Inquiry
ACK - Acknowledgment	ADJ - Adjustment	APP - Voucher Payments
TRF - Traffic	CRM - Credit Memo	APJ - Voucher Adjustments
INT - Intake	FST - Financial Statement	Accounting Transactions
DOC - Document	DSS - FIA 207 Setup	ACT - Account Maintenance
SUM - Summary	RST - Restitution Process	BMT - Budget Maintenance
FRD - Financial Order		BIQ - Budget Inquiry
		PRM - Price File Maint.
		Other Options
		REL - Release Information
		CNI - Central Name Index
		CPI - Cir/Pro Name Index
		CCL - Central Calendar
Reports	Adoption Transactions	
RPT/JUV - Juvenile	ADC - Adoption Case Header	
RPT/FIN - Financial	ADP - Adoption Party	
RPT/ADP - Adoption	ADE - Adoption Event	
	ADS - Adoption Case Summary	
	ADF - Adoption Forms	

NXT TRAN A TYPE B CASE NBR C D PET E EVT F PTY G

F3=Exit F5=Setup F6=System Commands F8=Probate F9=Name Lookup

F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance Help

INTAKE RECORD DELETED

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- A - Next Tran -** The Next Tran field is used to tell the system where you want to go. All codes listed on the transaction request screen are valid codes.
- B - Type -** The type field is used to tell the system what you want to do. ADD, MOD, INQ, DEL, PRT are valid options.
- C - Case Number -** This field is used to tell the system what case number you to work with.
- D - Suffix Nbr -** This field is used to tell the system what suffix number to work with.
- E - Petition Nbr -** This field is used to tell the system what petition number to work with.
- F - Event Nbr -** This field is used to tell the system what event number to work with.
- G - Party Nbr -** This field is used to tell the system what party number to work with.

Juvenile Case Screen

The case screen holds information about the juvenile.

The screenshot shows a terminal window titled "IB" with the following fields and values:

- Case: ADD Case# 03000000 Status: Type: Filed: 2003
- Jurist: Attorney: Type: Worker: Public: Service Type:
- Name: B Name: C Name: D Name: E DOB: Gender: Race: G
- Address: City: ST: ZIP: Phone: SID:
- School-home: Attending: Grade: DLN: MI
- Insurance: Policy: Effective: Purge Date:
- Group#: H Service Code: Microfilm Number:
- Medicaid I.D.: Effective: FIA Case#:
- STATUS INFORMATION:
 - Case Opened: [] []
 - Case Closed: [] []
 - Case Reopen: [] []
 - Custody: [] []
 - Legal: [] []
 - Placement: [] []
 - Placmnt Type: [] []
 - Program: [] []
- Nxt Tran: CSE Type: ADD Case# 03000000 Petn#: 00000000 Event#: Pty:
- F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
- F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt. Inq F16=Inv. Cal
- 01/061
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- \\SCAO\1N54QLS on Ne05:

- A - Case Type - Press <F4> for a list of valid codes or refer to Table 8.
- B - Jurist - Enter the jurist that will be handling this case. Press <F4> for a list of jurists.
- C - Attorney - Enter the attorney that is representing the minor. Press <F4> for a list of valid attorneys.
- D - Type - Enter the type of appointment. R = Retained and A = Appointed. Press <F4> for a list of valid appointment types.
- E - Worker - Enter the worker that is assigned to this case. Press <F4> for a list of workers.
- F - Public - Enter the status of this case. Press <F4> for a list of valid statuses.
- G - Service Type - Enter the service type for this case. Press <F4> for a list of valid types.
- H - School-Home - Enter the school the child attends while living at home. Press <F4> for a list of valid schools.
- I - Attending - Enter the school the child attends while living out of the home. Press <F4> for a list of valid schools.

Juvenile Petition Screen

The petition screen is used to hold information about the petition and charges.

The screenshot displays a software window titled "Juvenile Petition Screen". It contains several sections of data entry fields:

- Petition Information:** Petition ADD, Case# 00000216, 2, Petition# 10000001, Type DL, Filed 0810 2000.
- Jurist Information:** Jurist (blank), Attorney (blank), Type (blank), Worker (blank), Public (blank), Service Type (blank).
- Name and SSN:** Name (blank), Name (blank), Name (blank), SSN 000000000.
- Personal Information:** Name TEST NAME 123,, DOB (blank), Gen (blank), Race (blank).
- Adjudication:** Petition Opened (blank), Jurist (blank), Adjud A, Jurist B, Code C.
- Authorization:** Petn Authorized (blank), Jurist (blank), Paper Plate (blank).
- Offense Details:** Offense Date D, Loc E, Petitrnr F, CTN G, Cmp (blank).
- Reopen Date:** Reopen Date (blank).
- Charges Table:** A table with columns: Num, ORIG/PACC, Comment, ALCSI, AMND/PACC, Comment, ALCSI, Dis, Evt, Attributes. The first row contains H, (blank), (blank), I, (blank), (blank), J, K.
- Navigation and Footer:**
 - Nxt Tran PET, Type ADD, Case# 00000216, 2, Petn# 10000001, Event# 8, Pty (blank).
 - F1=Help, F2=Nxt Tran, F3=Exit, F4=Prompt, F6=System, F8=Probate, F9=Name Inq, F14=Dkt. Inq, F16=Inv. Cal.
 - More... button.
 - Status bar: 02/062, 1902 - Session successfully started, \\SCAO\IN54QLS on Ne05.

- A - Adjud Date -** Enter the date that the adjudication took place.
- B - Jurist -** Enter the jurist that adjudicated this petition. Press <F4> for a list of jurists.
- C - Code -** Enter the code that best describes the adjudication. Press <F4> for a list
- D - Offense Date -** Enter the date the offenses of this petition took place.
- E - Location -** Enter the location that the charges took place. Press <F4> for a list of locations.
- F - Petitioner -** Enter the petitioner that filed this petition. Press <F4> for a list of petitioners.
- G - CTN -** Enter the CTN number for this petition.
- H - Original PACC -** Enter the PACC code of the charges. Press <F4> for a list of PACC codes.
- I - Amended PACC -** Enter the amended PACC code. Press <F4> for a list of PACC codes.
- J - Disposition -** Enter the code that best describes the disposition of this charge. Press <F4> for a list of dispositions.
- K - Event -** Enter the event that disposition occurred at. Press <F4> for a list of events.

Juvenile Party Screen

The party screen is used to hold information about the parties associated with this case.

A - Description - Enter the description of the party. Press <F4> for a list of party types.

NOTE: F01, M01 and V01 can't be used more than once per case.

B - Petition - Enter the petition number that this party is associated with.

C - Attorney - Enter the attorney that represents this party. Press <F4> for a list of attorneys.

D - Type - Enter the appointment type of the attorney. Press <F4> for a list of valid types.

E - Public - Enter the status of this party. Press <F4> for a list of statuses.

F - Changed By - The system will display the user id of the user that made the most recent change to this party.

Juvenile Event Screen

The event screen is used to add orders and all other information about the case.

The screenshot displays the Juvenile Event Screen with the following fields and values:

- Event: ADD Case#: 00000216 Petition#: 00000001 Type: DL Filed: 0810 2000
- Jurist: [blank] Attny: [blank] Worker: [blank]
- Name: TEST NAME 123// DOB: [blank] Gen: [blank] Race: [blank]
- Petition Opened: 812 2000 Jurist: 19081 Adjud: 630 2000 Jurist: 19081 Code: AAL
- Offense: Date: [blank] Loc: [blank] Petitr: PA1 SSN: 000000000 CTN: [blank]
- CVA CHR: [blank]
- Num Date: 9 2004 Cg: [blank] Typ: A Comments: B Jurist: [blank] Attny: [blank]
- Results: C Pgm: D Status: E
- Placement: F Special Rate: G Placement Type: H Custody: I
- Next Hearing: [blank] Time: [blank] Type: J Jurist: [blank] Chg: [blank] Courtroom: [blank]
- Party Type: [blank] Attny: [blank] Party Type: [blank] Attny: [blank] PPI: [blank]
- Bond: Type: [blank] Amt: [blank] Act Typ: [blank] Date: [blank]
- Posted By: [blank] Receipt: [blank]
- Curfew of: [blank] Sun. thru Thurs. and: [blank] Fri. and Sat.: [blank]
- Form nbr requested: K Sign Jurist: [blank]
- Nxt Tran: EVT Type: ADD Case#: 00000216 2 Petn#: 00000001 Event#: 8 Pty: [blank]
- F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
- F8=Probate F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

At the bottom of the screen, there is a status bar showing "1902 - Session successfully started" and "08/006".

A - Type - Enter the event type. Press <F4> for a list of event codes.

NOTE: This code may be counted on the caseload report. Be sure of your event type.

B - Comments - Enter the comments that you would like displayed on the summary for this event. The system will automatically enter the description from this code if the field is left blank.

NOTE: When creating orders, the party type needs to be entered in this field for a select few of the orders when dealing with the financial system.

C - Results - Enter the results that are associated with this event. Press <F4> for a list of codes. If results are entered on an event that creates an order, the system will print the results on the order.

D - Programs - Enter the programs that are associated with this event. Press <F4> for a list of codes. If programs are entered on an event that creates an order, the system will print the results on the order.

- E - Status -** Enter the status of the juvenile. Press <F4> for a list of codes. This field must be kept up to date as it is tracked by the caseload report.
- F - Placement -** Enter the placement facility/foster home/party. Press <F4> for a list of codes.

NOTE: Only "PCN" event types will update the case screen placement information.
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- G - Special Rate -** Enter the rate the facility/foster home charges for this juvenile. If this placement should not be tracked for vouchering enter 99999.99.
- H - Placement Type -** Enter the placement type. Press <F4> for a list of codes.
- I - Custody -** Enter "ICU" if the juvenile is placed outside of the juveniles home. Enter "NCU" when the juvenile is returned to the parental home.
- J - Hearing Type -** Enter the type of hearing that will be held. Press <F4> for a list of codes.
- K - Form Nbr -** Enter the form number that you wish to create. Press <F4> for a list of forms.

Juvenile Traffic Screen

The event screen is used to add orders and all other information about the case.

Traffic **ADD** Case# **10895019** Type **TL** Date Opened **A** **2003** Jurist _____

Name _____ DOB _____

Address _____

City _____ State _____ ZIP _____ Close Date **B** _____

Phone _____ DLN _____ State _____

Attny _____ Worker _____

Pet Ticket Date Date Pol Date Date Dsp Attributes
Number Issued Filed Dept Reopened Adjud

C **D** **E** **F** **G** **H** **I**

Org PACC **J** . _____ Amd **K** . _____ Paper Plate **L**
Comment _____

Org PACC _____ . _____ Amd _____ . _____ Paper Plate _____
Comment _____

Org PACC _____ . _____ Amd _____ . _____ Paper Plate _____
Comment _____

More...

Nxt Tran **TRF** Type **ADD** Case# **10895019** Petn# **00000000** Event# _____ Pty _____

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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- A** - Date Opened - Enter the date this case was opened.
- B** - Close Date - Enter the date this case was closed.
- C** - Ticket Number - Enter the ticket number. Ticket numbers will be used as the petition number.
- D** - Date Issued - Enter the date this ticket was issued.
- E** - Date Filed - Enter the date this ticket was filed with the court.
- F** - Police Dept. - Enter the police department that filed the ticket. Press <F4> for for a list of codes.
- G** - Date Reopened - Enter the date this ticket was reopened.
- H** - Date Adjudicated - Enter the date this ticket was adjudicated.
- I** - Disposition - Enter the code that best described the disposition of this ticket. Press <F4> for a list of valid codes.

J - Original PACC - Enter the PACC number for this charge. Press <F4> for a list of valid PACC codes.

NOTE: The traffic screen is limited to only allow "257" PACC codes and "ORD" public ordinance codes. If any other PACC code is required, this must be entered as a regular juvenile case.

K - Amended PACC - Enter the PACC number for this charge. Press <F4> for a list of valid PACC codes.

NOTE: The traffic screen is limited to only allow "257" PACC codes and "ORD" public ordinance codes. If any other PACC code is required, this must be entered as a regular juvenile case.

L - Paper Plate - Enter a "Y" if this case was accompanied by a paper plate for repeat offenders.

Juvenile Summary Screen

The summary screen combines the case and event screens into one display or print out. To display this screen. From the next tran line, enter SUM/CSE along with the case number and suffix number and press <Enter>. The system will display the following screen.

The screenshot displays a software window titled "b" with a standard Windows-style title bar. The main content area is divided into several sections. At the top, case information is displayed: "Case Sum CSE Case# 00000216 2 Status 0 PUBLIC Type DL Filed 0810 2000". Below this, personal information is shown: "Jurist [blank] Attny [blank] Worker [blank] Name TEST NAME 123,, DOB [blank] Gender [blank] Race [blank]". A section for "SSN 000000000 SID [blank] Service Type" follows. The central part of the screen contains a table of events. The table has columns for "Event", "Date", "Typ", "Petition", "Chg", "Placement", and "Comments". Eight rows of event data are listed, with dates ranging from 2001 to 2004. The events include "SUMMONS ISSUED", "ORDER", "PRELIMINARY HEARING", and "PREL HRG". At the bottom of the event list is a "More..." link. Below the event list, navigation and status information is provided: "Nxt Tran SUM Type CSE Case# 00000216 2 Petn# 00000001 Event# 8 Pty [blank]". A row of function keys is listed: "F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal". The bottom status bar shows "b" on the left, "22/013" in the center, and "I902 - Session successfully started" and "\\SCAO\1N54QL5 on Ne05:" on the right.

Event	Date	Typ	Petition	Chg	Placement	Comments
8	801 2004	SUM	00000001			SUMMONS ISSUED
	901 2004	PRH	100 p.m.	AAL		
7	410 2001	ORD	00000001			ORDER
				AAL		
6	410 2001	PRH	00000001			PRELIMINARY HEARING
				AAL		
5	410 2001	PRH	00000001			PREL HRG
				AAL		
4	410 2001	PRH	00000001			PREL HRG
				AAL		
3	410 2001	PRH	00000001			PRELIMINARY HEARING
				AAL		
2	329 2001	ORD	00000001			ORDER
				AAL		

The summary screen is divided into two main sections.

CASE - The system will display key information from the case screen on the top of the summary screen.

EVENT - All event records will be displayed in date sequence.

Use the <Page Up> and <Page Down> keys to navigate through the pages.

Juvenile File Summary Screen

The file summary screen combines the case, petition and event screens into one display or print out. To display this screen. From the <F9> name lookup screen enter an "F" next to the juveniles name and press <Enter>. The system will display the following screen.

The screenshot displays a terminal window titled "b" with the following content:

```

Case Sum [ ] Case# 00000216 2 Status 0 PUBLIC Type DL Filed 0810 2000
Jurist [ ] Attny [ ] Worker [ ]
Name TEST NAME 123, DOB [ ] Gender [ ] Race [ ]
SID [ ] Service Type [ ]
Case Opened 810 2000 Case Closed [ ] Case Reopened [ ]

Petition # 00000001 PUBLIC Petition Opened 0812 2000 CTN
Petition Closed 0630 2000 Jurist 19081 DISPOSITION ADMT ALLEG
01 750.136B5
COMMENT CHILD ABUSE - FOURTH DEGR

Petition # 00000002 PUBLIC Petition Opened 0910 2000 CTN
Petition Closed [ ] Jurist [ ] DISPOSITION [ ]
01 750.136B2
COMMENT CHILD ABUSE - FIRST

NBR DATE CG TYPE COMMENT JURIST ATTORNEY

001 0226 2001 PRH PRELIMINARY HEARING PREISEL,CLAYTO AARON,DENNIS
RESULTS-COMM TO DSS , ADCF RESID , CA09043 , ,

002 0329 2001 ORD ORDER

F3 = EXIT

More...

01/001

```

At the bottom of the window, a status bar shows "b" and "01/001". The system tray at the very bottom indicates "I902 - Session successfully started" and "\\SCAO\1\N54QLS on Ne05".

The file summary screen is divided into three main sections.

CASE - The system will display key information from the case screen on the top of the summary screen.

PETITION - The system will display key information from each petition.

EVENT - All event records will be displayed in date sequence.

Use the <Page Up> and <Page Down> keys to navigate through the pages.

Summary of Events Screen

The event summary screen displays all events in ascending order. To display this screen, enter SUM/EVT along with the case number and suffix number and then press <Enter>.

The system will display the following screen.

The screenshot shows a terminal window with the following text:

```

Event Sum  EVT Case# 00000216_2  Petition# 00000001  Type DL  Filed 0810 2000
Jurist _____ Attny _____ Worker _____
Name TEST NAME 123// _____ DOB _____ Gender _ Race _
SSN 000000000 SID _____ CTN _____
Num   Date   CG Type   Comments   Jurist Name   Attny Name

001 0226 2001   PRH PRELIMINARY HEARING   PREISEL,CLAYTO AARON,DENNIS
RESULTS-COMM TO DSS , ADCF RESID , CA09043 , ,

002 0329 2001   ORD ORDER
RESULTS- , , , ,

003 0410 2001   PRH PRELIMINARY HEARING
RESULTS-ADM FEE , COST OF CARE, COC CO. WARD, ,

004 0410 2001   PRH PREL HRG
RESULTS-GED PGM , INHOME CARE , OAKLAND PRG , ,

More...

Nxt tran  SUM TYPE NXT CASE# 00000216_2 PETN# 00000001 EVENT# ____ PTY ____
F3=Exit   F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
  
```

At the bottom of the window, there is a status bar with the text "b" and "22/013".

Summary of Petitions Screen

The summary of petitions screen displays all petitions in numerical order. To display this screen from the next tran line, enter SUM/PET along with the case number and suffix number and then press <Enter>.

The system will display the first petition and change the next transaction line to SUM/NXT. Continue pressing <Enter> until the petition you are looking for is displayed or the message "No more petitions for case": is displayed.

```

Petition  Case# 00000216 2 Petition# 00000001 Type DL Filed 0810 2000
Jurist     Attorney      Type  Worker      PUBLIC      Service Type
Name       Name           Name          SID
Name TEST_NAME 123// DOB      Gen      Race      SSN 000000000
Petition Opened 812 2000 Jurist 19081 Adjud 630 2000 Jurist 19081 Code AAL
Petrn Authorized      Jurist      Paper Plate
Offense Date      Loc      Petitnr PA1 CTN      CMP
Reopen Date

Num  Curr/PACC      ACLSI      Amnd/PACC      ACLSI  Dis  Evt
1 750 . 136B5      .
Comment CHILD ABUSE - FOURTH DEGR

Nxt Tran  SUM Type NXT Case# 00000216 2 Petn# 00000001 Event#      Pty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MP b 22/013
1902 - Session successfully started \\SCAO\IN54QLS on Ne05:

```

Summary of Placements

The summary of placements screen displays all placements for this case. Placements will be displayed for all events that the placement field was filled out. To display this screen from the next tran line, enter SUM/PLA along with the case number and suffix number and then press <Enter>.

The following screen will be displayed.

```

Place Sum  PLA Case# 00000216 2 Type DL Filed 0810 2000
Jurist      Attny      Worker
Name TEST NAME 123,, DOB      Gender  Race
SSN 000000000 SID
Event Date Placement Hrg Petition Placement Name
 1 226 2001 CA09043 PRH 00000001 CATHOLIC FAMILY SERVICE OF BC

Bottom

Nxt Tran SUM Type PLA Case# 00000216 2 Petn# 00000001 Event# Pty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

b 22/013
1902 - Session successfully started \\SCAO\1N54QLS on Ne05:

```

Summary of Programs

The summary of programs screen displays all programs for this case. To display this screen from the next tran line, enter SUM/PLA along with the case number and suffix number and then press <Enter>.

The following screen will be displayed.

Program Sum PGM Case# 00000216 2 Type DL Filed 0810 2000
Jurist _____ Attny _____ Worker _____
Name TEST NAME 123,, DOB _____ Race _____
SSN 000000000 SID _____

Event	Date	Program	Hrg	Petition	Program Name
4	410 2001	BBS	PRH	00000001	BIG BROTHERS AND SISTERS
4	410 2001	CPP	PRH	00000001	CHOICE POINT PROGRAM

Bottom

Nxt Tran SUM Type PGM Case# 00000216 2 Petn# 00000001 Event# 4 Pty _____
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MP b 22/013
1902 - Session successfully started \\SCAO\IN54QLS on Ne05: